



**Town of Danville**  
**ACCOUNT CLERK II**

**DEFINITION**

To perform general and routine accounting duties in the maintenance and processing of a variety of accounting/financial records on manual and computerized systems.

**Account Clerk II**

This is the journey level classification of the Account Clerk series. Positions in this classification require the skill to perform a full range of duties under minimal supervision.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Accounting Supervisor.

**ESSENTIAL JOB DUTIES**

- Process business licenses and enter license applications in system.
- Collect and enter receipts for business licenses.
- Enter invoices to Accounts Payable system (senior exemptions)
- Clear cash register, post receipts, reconcile and balance receipt journal, prepare bank deposits.
- Prepare and issue accounts receivable invoices; collect and post receipts; monitor aged accounts receivables; issue delinquency notices.
- Update fixed asset inventory system; track the purchase, transfer and sale of fixed assets; assist in the computation of fixed asset rental rates and replacement reserves.
- Performs duties within OSHA standards.
- Other related duties

**OTHER JOB DUTIES**

- Assist in maintaining petty cash fund; report expenditures.
- Prepare disbursements for mailing.
- Filing.
- Operate a variety of computer and office automation equipment.

**Account Clerk II**

In addition to the requirements for Account Clerk I

**Knowledge of:**

Standard payroll and accounting policies and procedures.  
Various computerized software systems.

**Ability to:**

Perform assigned duties under minimal supervision.

**EXPERIENCE AND EDUCATION****Experience:**

Two years of experience performing standard accounting duties of a nature comparable to those performed by an Account Clerk I in the Town of Danville.

**Education:**

Equivalent to the completion of the twelfth grade. Additional specialized training related to accounting is desirable

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